

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-114 **Issue Date:** 06-30-14 **Closing Date:** 07-07-14

Janitor
Tribal Police
Department of Public Safety
Hourly Wage: \$11.98/Full-Time/Regular

Incumbent performs custodial and facility maintenance duties involving the upkeep of Tribal Police facilities. Work is done by hand or with powered equipment. Incumbent is responsible for a variety of semi-skilled work involving a high level of manual and manipulative dexterity in completing work assignments in plumbing, electrical, carpentry, painting, building heat/air systems, and physical plant facility maintenance which includes outdoor grounds keeping. Incumbent maintains assigned property, vehicle, tools, and equipment.

Knowledge, Skills and Abilities:

- Knowledge of planning and purchasing of all maintenance, janitorial supplies and equipment.
- Knowledge of technical practices, tools and equipment related to a variety of trades such as electrical, plumbing, painting, carpentry, and building maintenance.
- Knowledge of occupational hazards and safety precautions necessary in general building maintenance work.
- Knowledge of public safety; first aid; fire and evacuation systems; emergency communication systems.
- Knowledge of keeping inventories, records or logs.
- Ability to work independently and productively with minimal instruction and supervision.
- Ability to perform sanitation and maintenance of grounds & buildings.
- Ability to interpret plans, sketches, and blueprints associated with work assignments and projects.
- Skill in the use and care of tools, materials and equipment used to accomplish work assignments.
- Skill in working with others.
- Ability to maintain confidentiality of information encountered at work.
- Ability to communicate, both orally and in writing.
- Ability to understand and execute oral and written instructions.
- Ability to operate a motor vehicle.

General Recruiting Indicators:

- Requires a high school diploma or equivalent, **AND 2 years'** work experience in one or more building, mechanical, electrical, and electronic or carpentry trades. **OR**
- May substitute on a month-for-month basis, successful completion of technical school training in a particular trade for work experience to a maximum of twelve months with combined experience in custodial and grounds maintenance. Must provide copies of training certificates with employment application.

Special Requirements:

- Required to sign a code of conduct and understand sanctions for misconduct.
- Must be 100% physical fit as evidenced by a physical exam to perform the duties of the position.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Drivers License with ability to obtain a tribal driver's permit.
- Required to successfully pass a criminal background check.
- Required to maintain basic first aid and CPR card current.